

### Application - General Guideline Application - How do I apply?

#### **Step 1: Pre-Application Consultation**

Applicants are required to arrange and participate in pre-application consultation meetings with town staff to discuss application requirements, program eligibility, project timing and scope of work.

#### **Step 2: Submit Application**

After the consultation, the applicant will be required to submit a completed application, which will include all the application forms in addition to any supporting documentation, as required by the Town.

#### **Step 3: Application Review & Evaluation**

Once all required forms and supporting materials are received, staff will undertake a preliminary screening of the application. If the application clearly does not meet the program requirements, it will not be accepted.

#### **Step 4: Application Approval**

If the application meets the program requirements, the application will be accepted. Acceptance does not guarantee financial incentive approval, only that it will be reviewed by the Council or a delegated approval authority for final financial approval.

#### **Step 5: Project Work Begins**

Once an application has been approved, an agreement is signed, and the required permits are in place, the applicant may commence the improvement works.

#### **Step 6: Completed Work**

Once the project work is complete, the applicant must submit photos, invoices and proof of payment for all eligible work completed.

#### **Step 7: Payment**

Following the proof of work and provided all program requirements continue to be met, Municipal Staff will issue payment of the approved grant.



# Municipality of Meaford

## Community Improvement Plan Application

### Application Form

#### 1. Applicant Information

Name: \_\_\_\_\_ Relationship to Property: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 2. Owner Information (if different from applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 3. Primary Contact

Please pick one as the primary contact for this application:

Applicant \_\_\_\_\_ Owner \_\_\_\_\_

#### 4. Subject Property Information

Address: \_\_\_\_\_  
Assessment Roll Number: \_\_\_\_\_

#### 5. Application Type

Please identify what program grant(s) are being applied for in this application

and the amount requested:

- |   |           |
|---|-----------|
| ▪ Building & Land Improvement Grant Program | Amount \$ |
| ▪ Plans & Studies Grant Program             | Amount \$ |
| ▪ Municipal Fees & Charges Rebate Program   | Amount \$ |
| ▪ Tax Increment Equivalent Rebate Program   | Amount \$ |
| ▪ Brownfield Tax Assistance Program         | Amount \$ |
| ▪ Surplus Land & Building Program           | Amount \$ |



# Municipality of Meaford

## Community Improvement Plan Application

### Submission Checklist:

#### **Pre-Submission consultation with municipal staff**

Prior to submission of this application form please arrange for a pre-submission consultation with Municipal Staff to discuss and confirm program eligibility and application requirements including supporting documentation proposed scope of work cost and project timing.

#### **Completed application form**

Please ensure that this application form is complete, all required signatures have been provided, and all required supporting documentation has been submitted. Failure to do so may result in refusal of the municipality to accept the application as complete and/or application process delays.

#### **Written authorization**

If an agent acting on behalf of the property owner is submitting this application, please ensure that written authorization is obtained by the applicant from the property owner to make this application, and that the owner completes and signs the required authorization in part 1 of the form. Please also indicate to whom payment of the grant should be made.

#### **Drawings/photos of the property**

Please attach photos of the current conditions of the building for which you are submitting an application as well as drawing showing the proposed changes (elevations, artist renderings, plans, etc.).

#### **Cost estimates/quotations**

Please attach a minimum of two cost estimates/quotations from licensed contractors including detailed breakdowns of costs. The value of the grant awarded is based on the lesser of the two estimates/quotations.

#### **Application submission**

Please submit your application to the Municipality. Electronic copies of any supporting documents will also be required once a staff member has been assigned to your application.

### 6. Description of Project Work

### 7. Disclosure

I am the owner of this property (or have permission from the property owner) and I confirm, to the best of my knowledge, and agree that:

- The property taxes for the subject property are up to date.
- I have read the program guidelines, and my project meets the minimum requirements for program eligibility
- It's good I authorize municipal staff to enter upon the subject property and take photos of the project area for the sole purposes of this application
- I may be required to enter in an agreement with the municipality which may be registered on title of the subject property to obtain grant payment
- I have no objection to this application being considered by municipal council staff delegate for approval if applicable
- I understand that I must not start any project work until I have received written notification from the municipality about the decision regarding my application and any applicable agreement



# Municipality of Meaford

## Community Improvement Plan Application

### 8. Authorization

I am the owner(s) of the land subject to this application. I have given consent to the above mentioned applicant (if any) to complete this application process on my behalf and/or as an authorized tenant of the building.

I certified that the personal information and documents submitted or to be submitted in this application, are true, complete and correct, including all supplementary details about my project. I certify that all information requested in this application has been disclosed.

I understand that personal information is collected under the authority of the *Planning Act* and the *Municipal Act, 2001, S.O .2000 and 1, c. 25*, as amended. The information collected will be used to complete the subject Community Improvement Plan grant program application and will form part of the Public Record. Questions about this collection should be addressed to the Municipal Clerk.

Applicant Name

Applicant Signature

Owner Name

Owner Signature

### 9. Contact Us

CIP@meaford.ca  
21 Trowbridge Street West  
Meaford, Ontario  
N4L1A1 [www.meaford.ca](http://www.meaford.ca)